

## C O P Y

Chief, Finance Division

21 November 1956

Chief, Travel Section

JOB NO.            FLD NO. 1 DOC. NO. 7 NO CHANGE  
 IN CLASS 1 ADJNSH<sup>N</sup> / CLAS<sup>S</sup> CHANGED TO: TS S ~~CRET.~~ JUST. ZZ  
 NEXT REV DATE 10 NOV 1956 REV DATE 17 NOV 1956 REVIEWER 615 TYPE DOC. 02  
 NO. PCS 1 CREATION DATE ORG COMP 38 OPI 30 ORG CLASS S

Travel Activity Report REV CLASS C REV COORD AUTH: HR 70-3  
 1. Listed below is the weekly activity report of the Travel Section for the period 14 November 1956 - 20 November 1956:

	FOREIGN	DOMESTIC	TOTAL
Vouchers on hand COB 13 November 1956	75	290	365
Received during period	193	588	781
Totals for Processing	268	878	1,146
Processed	191	420	611
Vouchers on hand COB 20 November 1956	77	458	535

2. The Travel Section has on hand 48 vouchers received prior 6 November 1956. (None before 2 October 1956)

3. The Travel Section has forwarded to various carriers 23 Requests for Refund of unused transportation and processed payment from carriers for 8 Requests previously furnished.

4. The Travel Section processed 106 clearances during the above period.

5. The Travel Section prepared and sent to the field 7 dispatches.

6. The Travel Section has assigned ot it 11 individuals and during the above period a total of 411 man hours were worked.

/s/

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CONCUR: \_\_\_\_\_

Chief, Payroll and Travel Branch

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